



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>UNIVERSITY POLICE OFFICER II</b>	<b>34</b>	<b>D</b>	<b>11.253</b>
<b>UNIVERSITY POLICE OFFICER I</b>	<b>30</b>	<b>D</b>	<b>11.254</b>

### SERIES CONCEPT

University Police Officers perform law enforcement activities pertaining to protection of University employees, students, and the general public; patrol and safeguard University buildings and grounds; and maintain law and order.

Patrol University property by means of foot, bicycle and/or motor vehicle during an assigned duty shift; take enforcement action when violations are observed by issuing verbal or written warnings; issuing misdemeanor citations or parking citations; serving warrants or effecting arrests and transporting persons arrested to the appropriate detention facility; ensure the protection of individuals, to control crowds during assemblies or disturbances, and to ensure that all State and county laws and ordinances and University rules and regulations are followed.

Conduct traffic accident investigations as discovered or directed by assisting victims; rendering first aid; requesting additional medical assistance when indicated; controlling the movement of traffic by using emergency equipment, flares, lights, hand signals, etc. to ensure public safety and to protect the accident scene; and following established police procedures by interviewing witnesses and victims and interrogating suspects; prepare accident report utilizing established format for the purpose of documenting all facts pertinent to the accident and submit to the Sergeant for review.

Conduct criminal and non-criminal investigations as discovered or as assigned by utilizing established police procedures to identify and protect all pertinent information, victims, witnesses, evidence and possible suspects.

Prepare for security and law enforcement activities surrounding special events held on campus by attending pre-event briefings and instructions and setting up proper traffic control; direct large volumes of vehicle traffic, break up fights and process mass arrests to provide for the safety of persons and property during special on-campus events that draw large crowds.

Detect, locate and manage hazardous material spills by containing and protecting the material; evacuating buildings when indicated; notifying proper agencies that handle hazardous material; exercising crowd control tactics by sealing off entrances when necessary; assisting responsible agency in removing, transporting and storing material in order to protect persons and property from possible adverse effects of contact with the hazardous material.

Prepare for appearances in court when summoned by subpoena or when requested by the District Attorney by reviewing all the documented facts surrounding the case in order to provide clear and complete testimony.

Operate radio and other communication devices and use current radio codes and police jargon in order to communicate with other University officers and external police agencies during routine and emergency situations.

### SERIES CONCEPT (cont'd)

Perform maintenance on assigned equipment by regularly cleaning and performing maintenance checks on weapons, patrol vehicles, flares, fire extinguishers, etc., to ensure the proper functioning of equipment at all times.

Perform special assignments related to law enforcement and peace officer functions when requested (e.g., special events coordinator, range master, reserve coordinator, staff training coordinator, preparing monthly statistics for Uniform Crime Report, serving on narcotics task force.)

Perform related duties as assigned.

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### CLASS CONCEPTS

**University Police Officer II:** Under general supervision of the University Sergeant, incumbents perform the full range of duties outlined in the series concept. This class is the journey level in this series.

**University Police Officer I:** Under the direct supervision of the University Sergeant, incumbents receive training in performing all the duties outlined in the series concept. This is the entry level for this series and provides for the semi-automatic progression to the University Police Officer II upon satisfactory completion of the training period, meeting minimum requirements, and with the recommendation of the hiring authority.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

#### **UNIVERSITY POLICE OFFICER II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of law enforcement experience performing duties similar to a University Police Officer I; **OR** Associate of Arts degree in criminal justice, police science, psychology, or closely related field and six months experience described above. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** federal regulations, State statutes and local laws and ordinances pertaining to motor vehicles, traffic, motor carrier, criminal law, rules of evidence and police methods. **Ability to:** establish and maintain effective working relationships; administer first aid; prepare required reports. **Skill in:** the use of firearms; the operation of motor vehicles; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** University and departmental rules, regulations, policies, procedures, instructions and operating manuals pertaining to the proper execution of duties; campus environment and activities and problems which are inherent in a campus atmosphere; technical equipment and ability to maintain necessary qualifications allowing their use in the execution of duties.

MINIMUM QUALIFICATIONS (cont'd)

UNIVERSITY POLICE OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in public contact work which included interpretation of rules, regulations or established procedures. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** proper grammar, punctuation and spelling necessary to complete required reports.  
**Ability to:** understand and follow oral and written instructions or directions necessary to carry out assignments; think clearly and logically to effect acceptable results; analyze situations correctly and to think and act quickly in emergencies; establish and maintain effective working relationships; prepare concise and accurate written reports; vividly describe people and scenes so that others can visualize them; speak with people of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; maintain the integrity and confidentiality of criminal records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** State statutes pertaining to motor vehicles, traffic, motor carrier, criminal law, rules of evidence and police methods; campus environment, activities and problems; technical equipment and ability to acquire necessary qualifications allowing their use in the execution of duties; department policies and law enforcement manuals. **Ability to:** administer first aid. **Skill in:** the use of firearms and in the operation of motor vehicles.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.253</u>	<u>11.254</u>
ESTABLISHED:	1/1/61	6/7/71
REVISED:	7/1/69	
REVISED:	6/7/71	
REVISED:	1/5/73	1/5/73
REVISED:	2/26/76	2/26/76
REVISED:	5/28/76	5/28/76
REVISED:	8/24/77	8/24/77
REVISED:	8/15/78-3	8/15/78-3
REVISED:	8/6/87-3	8/6/87-3
REVISED:	2/15/91-3	2/15/91-3
	10/19/90PC	10/19/90PC
REVISED:	7/1/91P	7/1/91P
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC